

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
<http://www.tempe.gov>
Committed to Equal Opportunity and Reasonable Accommodation



REVISED

ASSISTANT CITY CLERK

(City Clerk's Office)
Recruitment Code #900041

OPENING DATE: November 4, 2011

CLOSING DATE: December 2, 2011

ANNUAL SALARY RANGE

\$56,439 - \$76,256

This regular position is FLSA Exempt – ineligible for overtime compensation and/or compensatory time.

In addition to completing the City of Tempe application, applicants must complete the attached supplemental questionnaire.

MINIMUM QUALIFICATIONS

Education:

Requires the equivalent to a Bachelor's degree from an accredited college or university in business or public administration or a degree related to the core functions of this position. Municipal Clerks Certification may be substituted for the bachelor's degree requirement.

The term "equivalent" means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).

Work Experience:

Requires the equivalent to two years of responsible, full-time professional-level administrative or program management experience in City Clerk, Town Clerk, County Clerk, and/or State Records Management setting.

Candidates must have the minimum amount of work experience. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.

ADDITIONAL REQUIREMENTS

Successful completion or probationary period is contingent upon passing an FBI background investigation. If requesting veteran's preference, the appropriate DD214 must be attached at the time of application.

REPRESENTATIVE DUTIES

(For the complete job description go to: <http://www.tempe.gov/jims/>)

- Exhibits a high degree of knowledge and experience regarding records management principles, methods and techniques for records management program development and implementation.
- Develops, organizes, implements, oversees, and maintains the records management operations of the City Clerk's Office; ensures compliance with Federal, State and local

public records laws; ensures efficient and expedient retrieval of official records in the custody of the City Clerk's Office and that archiving or destruction of paper and electronic records are done so in a methodical, efficient and cost-effective manner.

- Develops innovative approaches for paper and electronic records management to include retention, storage, search and retrieval and destruction.
- Manages special and continuing projects involving the development of records management and coordination of activities among department records coordinators.
- Researches, analyzes, writes and implements new policies, procedures and practices pertaining to Federal, State and local public records laws; develops and conducts training sessions for the Citywide records management program including procedures, programs or processes related to paper and electronic records; ability to explain technical information in a clear and simple language to a variety of groups and individuals.
- Modifies procedure manuals and office guidelines to improve operations, and streamline work processes for timely, quality customer service.
- Assists with the codification of the Tempe City Code to include updates, changes, corrections and distribution.
- Responds to public records requests and staff requests pursuant to the City of Tempe Public Records Handbook. Develops a process for tracking public records requests Citywide.
- Establishes, coordinates and monitors the City Clerk's Office filing system procedures, documentation and training to include the functional filing system, legislative history, microfilm files, and archival records.
- Works collaboratively with Information Technology staff to ensure electronic records are maintained in accordance with state public records statutes; keeps current on technological advances in information / document retrieval and data management systems; assists with developing standards and procedures relating to the selection, implementation, operation and maintenance of an imaging / electronic records management program.
- Develops and maintains the archival records program and oversees the preservation and maintenance of historic records. Analyzes documents to be microfilmed, maintains and manages microfilm index database being accountable for accuracy and completeness, and oversees the microfilming contract.
- Reviews and responds to inquiries regarding interpretation of policies, procedures, precedents, rules and regulations, and federal, state and local laws as applicable to records management; works collaboratively with the City Attorney's Office on legal issues.
- Reads and interprets legal and technical data, information and documents and exercise good judgment in organizing records, researching and compiling written reports, statistical computations and general correspondence, respecting the public and sensitive information.
- Exercises a high-degree of independent judgment and the ability to interact and communicate with department heads, city staff, department records coordinators and the public; establishes and maintains cooperative working relationships; displays tact and diplomacy in contact with City staff, coworkers, other government agencies and the general public; represents the City Clerk's Office at meetings, boards, commissions, and City elections in the absence of the City Clerk and Deputy City Clerk.

- Provides complex professional-level staff assistance to the City Clerk and Deputy City Clerk
- Modifies procedure manuals and office guidelines to improve operations, and streamline work processes for timely, quality customer service.
- Assists with other City Clerk's Office duties as assigned such as agenda and meeting minutes preparation and oversight; provides administrative support to boards and commissions and for City elections.
- Perform other duties related to the core functions of this position.

SELECTION CRITERIA

An official City of Tempe application must be filled out in order to be considered for this position. **Incomplete application or supplemental forms will result in being disqualified from further consideration.** Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment. The City of Tempe conducts thorough background checks.

LAL

Assistant City Clerk Supplemental Questionnaire



Recruitment Code #: 900040 / 900041

Name (Last, First, Middle Initial): _____

Date: _____

Best Daytime Contact Number: _____

The supplemental is designed to allow you an opportunity to highlight your professional experience as it relates to each area of responsibility that may be associated with our Assistant City Clerk position.

Since this is part of the selection process, it is to your advantage to fully and accurately provide the information requested. You may attach separate sheets with your answers.

INSTRUCTIONS:

Each answer should be typed and doubled spaced.

Along with each response, please include the following when discussing your experience:

- Your employer(s) name
- Your job title(s) at the time
- Overall length of experience in years / months for each respective area

- 1) Please describe your experience in the following areas:
 - a) functional filing systems
 - b) comprehensive records management program
 - c) technology as it pertains to records management
- 2) Please describe your experience communicating at a high level in a government setting.
- 3) Please list all professional municipal clerk and/or records management organizations that you currently are a member including how long you have been a member, whether you have held an office in that organization, and any involvement you have had with special committees or initiatives.



City of Tempe / Application for Employment

APPLY AT: City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov/hr>

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly. Sign this application and all other forms. Applications must be received by Human Resources no later than 5:00 p.m. on the closing date.

1. Position Applying For: _____ Recruitment Code (RC#): _____
2. Name (Last, First, Middle Initial): _____
3. Last 4 Digits of Social Security #: _____ Email Address: _____
4. Mailing Address: _____
Street City State Zip
5. Phone Number: BEST CONTACT # _____ ALTERNATE #: _____
6. Valid Driver's License ☐ Yes ☐ No
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? ☐ Yes ☐ No
8. Have you ever worked for the City of Tempe? ☐ Yes ☐ No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)
If you are a current City of Tempe employee, are you: ☐ Temporary? ☐ Regular?
Have you completed your initial probationary period? ☐ Yes ☐ No If yes, when _____
9. Type of position you will accept: ☐ Full Time ☐ Part Time ☐ Regular ☐ Temporary
10. Do you have a High School Diploma or equivalent? ☐ Yes ☐ No If no, highest grade completed: _____
11. May we contact your current employer if you are considered for hire/promotion? ☐ Yes ☐ No

If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at time of application.

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q ☐ NQ ☐ A ☐ B ☐ C ☐

HR Review ☐ _____ Date **Department Review ☐ _____ Date**

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

12. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

13. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

14. Professional Registration(s), License(s), and/or Certification(s) you possess **that relate to this position:**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

15. Special training **that relates to this position:**

16. List computer software program(s) with which you are proficient in operating **that relate to this position:**

17. List equipment with which you are proficient in operating **that relate to this position:**

18. Language Proficiency (Other than English):

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years or any additional relevant experience. Your qualifications will be evaluated ***solely*** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" OR "SEE ATTACHED" IN THE SPACES BELOW.

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" OR "SEE ATTACHED" IN THE SPACES BELOW.

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

19. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?

☐ Yes ☐ No If Yes, indicate his/her Name, Position and Relationship to you:

20. Have you ever been terminated for cause or forced to resign from a position for misconduct or unsatisfactory service?

☐ Yes ☐ No If Yes, please explain:

21. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

☐ Yes ☐ No If Yes, provide charges, dates and locations:

Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered. Please answer this question completely. All offers of employment and continued employment are subject to a complete review of any criminal convictions. Your fingerprints will be sent to state and federal law enforcement agencies (DPS and FBI).

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from city service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Print Applicant's Name: _____

Applicant Signature: _____ Date: _____

The City of Tempe does not accept faxed or emailed copies of applications.



Optional Employment Data Record

Completing ethnicity, gender, and age information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: _____ RC#: _____

Name: _____ Date: _____
Last First

Gender: ☐ Female ☐ Male

Ethnic Group:

- ☐ White (not Has/Latino Origin)
- ☐ Black/AFAM (not Has/LT Origin)
- ☐ Hispanic/Latino
- ☐ Asian
- ☐ American Indian/Alaska Native
- ☐ Native Hawaiian/Oth Pac Island
- ☐ Two or More Races

Age Group:

- ☐ 16 and under
- ☐ 17 – 20
- ☐ 21 – 29
- ☐ 30 – 39
- ☐ 40 +

How did you hear about this position: _____